



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Municipal Waste Reduction Grant Application – FY 2007
For Equipment, Education & Technical Assistance

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Applicant Information

1. Municipality or Regional Group

2. Address Line 1

3. Address Line 2

4. City/Town

5. State

6. Zip Code

7. Recycling Contact Name

8. Title

9. Telephone Number (555) 555-5555

10. Fax Number (555) 555-5555

11. E-mail Address

B. Items Requested

1. Select the grant item(s) you are requesting. More detailed information on individual grant items can be found at: <http://www.mass.gov/dep/recycle/recawgr.htm>

Select Item(s)

Items

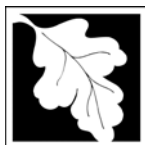
- | | |
|-----------------------------|----------------------------------------------------------------|
| a. <input type="checkbox"/> | Public Area Recycling Containers |
| b. <input type="checkbox"/> | Wheeled Recycling Carts |
| c. <input type="checkbox"/> | Consumer Education and Outreach Materials |
| d. <input type="checkbox"/> | Pay-As-You-Throw Assistance |
| e. <input type="checkbox"/> | Home Composting Bins |
| f. <input type="checkbox"/> | Kitchen Scrap Buckets |
| g. <input type="checkbox"/> | Healthy Lawn and Landscape Workshops |
| h. <input type="checkbox"/> | Rain Barrels and Water Conservation Tools |
| i. <input type="checkbox"/> | School Recycling Assistance |
| j. <input type="checkbox"/> | School Chemical Management/Cleanout |
| k. <input type="checkbox"/> | Idling Reduction Campaign Toolkit |
| l. <input type="checkbox"/> | Diesel Vehicle Retrofit Equipment |
| m. <input type="checkbox"/> | Technical Assistance – NEW IN FY07 – Climate Protection Grants |

Early Decision Waste Reduction Technical Assistance Deadline: August 15, 2006

All municipalities must have a Buy Recycled Policy and a CY2005 Recycling Data Sheet on file or submit one by the grant deadline in order to be eligible to receive a grant.

Grant Application Deadline:
5:00 PM,
September 15,
2006.

Non-eDEP filers should return applications to:
MassDEP, BWP
Consumer Programs,
1 Winter Street
Boston, MA
02108



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Consumer Programs

Public Area Recycling Container Request

Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

Important:

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A. Request Information



MassDEP is offering 3 types of public space recycling containers for the collection of deposit bottles and cans in public areas (e.g. parks, mass transit stations, etc.) and special events:

1. Canables® are available in 15, 20, 30 and 55 gallon sizes and are offered with the bold "recycle" graphic pictured, as well as in clear or customizable with a logo/picture of your choice.

<http://www.windsorbarrel.com/canables.htm>



2. Clusters® models are constructed of wood-like slats made of 100% post-consumer recycled plastic. The framework is cast of post-industrial aluminum and stainless steel fasteners and are available with 1, 2 and 3 containers per Cluster®.

<http://www.windsorbarrel.com/clusters.htm>



3. MassCor outdoor public area recycling baskets are powder coated wire mesh steel containers measuring 18" x 18" x 36"

<http://www.masscor.us>

Please visit these vendor websites to familiarize yourself with the various containers offered prior to applying for this grant. Recipients of this grant will have an opportunity to select containers of their choice up to the dollar amount awarded and MassDEP will purchase the containers on behalf of the grantee.

1. Indicate the number and type of recycling units you are requesting:

Canables: _____ Quantity Clusters: _____ Quantity Masscor: _____ Quantity

2. Do you currently operate a public area recycling program? ☐ Yes ☐ No
3. Indicate intended locations of containers (e.g. 6 municipal parks, 5 train/bus stations, along Main Street, etc.):

4. Describe how the recycling containers will be emptied (e.g. municipal staff, other):



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Consumer Programs

Wheeled Recycling Carts Request

Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Request Information

Important:
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Carts are for use in multi-family homes, schools, municipal buildings and in municipally-sponsored business recycling programs. MassDEP will award carts to municipalities to distribute in buildings serviced by private haulers/businesses ONLY if the building managers / haulers sign agreements specifying municipal ownership and conditions of use of the carts.

1. Indicate the number and size of carts needed (minimum request of 25 carts per category):

a. 32-35 Gallon

b. 65-68 Gallon

c. 94-96 Gallon

2. Cart vendor: ☐ Toter ☐ Rehrig-Pacific Check with hauler to ensure you select a compatible cart.

To view cart specifications, please visit the vendor websites:

<http://www.toter.com>

<http://www.rehrigpacific.com>

Please note: there is a 100-cart minimum order with Rehrig-Pacific carts.

B. Recycling Program Information

Please complete the following questions about your recycling program, as applicable.

1. These carts will be used for the following type(s) of recycling programs:

example: 25 carts for 200 units in 10 buildings

- a. Multi-family program

of Carts

for # of Units

in # of Buildings

- b. Municipally sponsored business recycling program

of Carts

of Businesses

- c. School recycling program

of Carts

of Schools

- d. Municipal building recycling program

of Carts

of Buildings

2. Is the program ☐ a. new ☐ b. existing ☐ c. expanding ☐ d. other

3. If this is a new program, what is the projected start date?

Start Date (mm/dd/yyyy)

4. If a new program, identify any remaining steps which must be taken by your municipality before carts can be used (e.g. modify collection contract with hauler, sign agreements with building managers, pass mandatory recycling ordinance, pass budget, etc.) and provide a timeline of dates for accomplishing these steps.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs

Wheeled Recycling Carts Request

Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

B. Recycling Program Information (cont.)

5. Categories of materials collected: ☐ a. paper ☐ b. commingled containers ☐ c. other:

d. Other Materials Category
6. Collection frequency: ☐ a. weekly ☐ b. biweekly ☐ c. other:

d. Other Collection Frequency
7. Who operates or will operate the program? ☐ a. municipal crews
☐ b. municipally contracted hauler
☐ c. private hauler/businesses:
are agreements in place with private haulers/businesses?
☐ yes ☐ no
d. If municipally operated or contracted, have funds been appropriated for program operation?
☐ yes ☐ no
8. How will carts be distributed and used in your program? ☐ a. supplement existing carts
☐ b. first carts to be distributed
☐ c. other

d. Other Use
9. Add any additional information you feel is relevant to your request below:



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Consumer Programs

Name of Municipality

Consumer Education and Outreach Materials Request

Municipal Waste Reduction Grant Application – FY 2007

A. Customized Consumer Education Materials

Grantees will provide MassDEP with specific recycling program information to prepare a postcard **using a predetermined template**. MassDEP's vendor will print and mail postcards directly to residents. Mailings will be completed by June 30, 2007. A sample postcard can be found in the Grant Application Companion Document at <http://www.mass.gov/dep/recycle/2007gtqa.doc>

1. Number of municipal households: _____
Households

2. Check one box to below:

- ☐ a. Postcard – curbside and drop-off programs
☐ b. New curbside recycling package – includes postcard and chart - new programs only

B. Standardized Consumer Education Materials

Important:
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These materials offer general information to residents about junk mail reduction, multi-family recycling, source reduction, and the "how- to's" of backyard composting. MassDEP does not direct mail these items to residents; your municipality will be responsible for distribution (through condo associations, town halls, libraries, as inserts in tax bills, at schools, recycling/transfer stations, etc.)

1. Indicate type(s) and quantities of standardized materials requested:

- ☐ a. multi-family recycling door hangers: _____
English _____ # Bilingual English/Spanish _____
Springfield MRF _____ # Springfield MRF Bilingual _____
- ☐ b. composting educational brochures: _____
Don't Trash Grass _____ # Home Composting _____
- ☐ c. waste reduction bookmarks: _____
Maximum request - not to exceed 10% total municipal households
- ☐ d. junk mail reduction kits: _____
Maximum request - not to exceed 10% total municipal households

2. Indicate method of distribution: _____
Distribution Method

3. Provide the shipping address for delivery materials, if different from applicant's primary address. Please do not use P.O. boxes:

a. Contact Name/Organization

b. Street Address

c. City/Town

d. State

e. Zip Code

C. Waste Reduction Outreach Toolkit – NEW IN FY07!!

The toolkit includes a variety of materials and resources to assist municipal recycling coordinators in promoting public participation in local waste reduction programs. Grantees will choose from an assortment of standardized materials that best support their program needs. Items include sample press releases, educational videos, planning and implementation guidance for specialized waste reduction campaigns and events, and items for distribution to residents (e.g. stickers, recycling reminders).

☐ Yes! I would like an outreach toolkit!



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Pay-As-You-Throw New Program Assistance Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Application Information

In Pay-As-You-Throw (PAYT) solid waste programs residents purchase preprinted stickers or bags for disposal of trash, thereby paying directly for the amount of solid waste that they generate. Recycling does not have a direct fee. Grants of up to \$5.00 per participating household served by the municipal solid waste program are provided for new PAYT programs. Grant funds may be used for initial bag or sticker purchases, and other start-up costs of new PAYT programs. Grant funds may be dispersed over a two-year period.

Important:

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If you are just in the program planning stages of PAYT and would be interested in receiving technical assistance for evaluating PAYT or implementing PAYT in your community, please apply for an "in-kind" Technical Assistance grant.

1. How many households will be served by your new PAYT program? _____
Households Served
2. Indicate which method your municipality will utilize for your PAYT program:
☐ a. Bags ☐ b. Stickers ☐ c. Undecided
☐ d. Other – specify: _____
Other Method _____
3. Estimated start date for PAYT program: _____
Estimated Start Date (mm/dd/yyyy)
4. Recycling collection frequency:
☐ a. Weekly ☐ b. Bi-Monthly ☐ c. Other: _____
Specify Other Collection Frequency _____
5. How is your municipal trash currently collected? ☐ a. Drop-off ☐ b. Curbside collection
6. How is your municipal recycling currently collected? ☐ a. Drop-off ☐ b. Curbside collection
7. Indicate below what steps have been or need to be taken in order to implement a FY 2007 PAYT program. Prior to grant award all steps below must be completed and documented. Please attach a copy of any supporting documentation currently available that meets the below criteria.
 - a. Program approved by appropriate decision making body (BOH, BOS, BOPW, Town Meeting): ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
 - b. Operating budget has been approved: ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
 - c. Implementation plan / timeline is complete: ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
8. ☐ I understand that in order to be eligible for a PAYT grant my municipal PAYT program must meet the following criteria:
 - Operate the program for at least 2 years.
 - Set a fee structure that insures that fixed costs of solid waste collection will be substantially covered by the tax base or other funding source and variable costs will be placed on the bags or stickers
 - No more than one free bag, sticker or container may be provided per household per week, container volume shall not exceed 36 gallons.
 - Drop-off towns must adopt an ordinance or establish permit conditions requiring private subscription haulers to provide integrated solid waste and recycling services to their customers. (i.e., all customers receive recycling collection with trash collection.)



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs

Home Composting Bins Request

Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality _____

A. Request Information

Important:
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1. Indicate the type and number of bins requested (20 minimum/500 maximum per municipality):

a. 11 cubic feet New Age Composter

Quantity _____

b. 24 cubic feet New Age Composter

Quantity _____

c. 30 cubic feet New Age Composter

Quantity _____

d. 11 cubic feet Earth Machine

Quantity _____



The Earth Machine



New Age Composter

2. Request for: ☐ a. existing program – complete section B. ☐ b. new program – skip to section C.

B. Existing Program Information Only

1. Indicate the number of bins currently on hand:

Quantity _____

2. Amount of funds remaining in your dedicated compost bin account:

Funds Remaining _____

3. Total number of bins you have distributed in the program to date:

Total Bins Distributed _____

C. New Program Information Only

1. Who will coordinate program (take orders, answer questions, reorder bins)?

Name/Title

2. Indicate the bin prices(s) to be charged for applicable bins:

a. 11 cubic feet New Age Composter Price

b. 24 cubic feet New Age Composter Price

c. 30 cubic feet New Age Composter Price

d. 11 cubic feet Earth Machine Price

3. Where will bins be distributed (e.g., Town Hall, DPW, etc.):

4. Do you have a dedicated account or gift account set up (required for bin sales/reordering)?

☐ yes

☐ no - do you have the necessary approval to set up a dedicated or gift account? ☐ yes ☐ no

Note: This may require town meeting approval.

5. Please describe how you will promote your home composting education program:

☐ a. media promotion ☐ b. brochure distribution ☐ c. school composting program

☐ d. bin demonstration areas ☐ e. other:

f. Other Education Program



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs

Kitchen Scrap Buckets Request

Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Request Information

Important:
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These are 2-gallon pails with lids to be used for residential kitchen collection of scrap food waste that will be added to a backyard compost pile or bin. Buckets are to be used in conjunction with the Home Compost Bin Program. Communities must have a compost program in place or apply for a new program to be eligible for these buckets. Grantees may sell kitchen scrap buckets to residents at cost (\$7.00) to enable grantees to continue the program after the granted buckets are distributed.

1. This is a: ☐ a. new program ☐ b. existing program

2. Indicate number of kitchen scrap buckets requested: _____

Quantity

3. How do you plan to distribute/promote kitchen scrap buckets to your residents?



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Consumer Programs

Name of Municipality

Healthy Lawns and Landscape Workshops Request

Municipal Waste Reduction Grant Application – FY 2007

Important:

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A. General Information

MassDEP is offering workshops to teach residents how to manage their lawns and landscapes without pesticides and chemical fertilizers. These workshops focus on increasing the overall health of lawns and landscapes by building soil health and using best management practices which reduce or eliminate the need for irrigation, pesticides and fertilizers. Participating residents will receive a “pesticide-free” lawn sign.

Municipal Benefits:

- Help municipalities meet Federal NPDES stormwater system requirements for public education;
- Increase environmental protection and improve public health by reducing use of toxic chemicals;
- Reduce contamination of groundwater, drinking water and water bodies by pesticides and fertilizers;
- Reduce amount of organic waste requiring collection and disposal by encouraging composting;
- Conserve water; and
- Increase biodiversity due to reduced toxic chemicals in the environment.

To be eligible, municipalities will need to provide a suitable venue; work with other municipalities and community groups in the area to maximize attendance of the workshop and publicize the workshop using materials provided by MassDEP (e.g. through local newspapers, cable TV, public offices, libraries, etc.)

First consideration will be given to municipalities that have implemented or are working on municipal pesticide reduction policies (to reduce use of pesticides on municipal property).

B. Municipal Information

1. Can the municipality provide a venue that will accommodate up to 50 people? ☐ yes ☐ no

2. Have you implemented or taken steps towards implementing a municipal pesticide reduction policy(ies)? ☐ a. yes – describe below ☐ b. no

c. Describe

3. Indicate what other steps your municipality has taken to reduce the use of pesticides on municipal properties:

4. Name the staff person responsible for coordinating and prompting the workshop locally:

a. Name/Title or Position

b. Phone Number (555) 555-5555

c. E-Mail



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Water Conservation Tools
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Introduction

MassDEP is offering two grants to promote conservation of water at homes: discounted rain barrels and home water conservation devices. These tools can help residents reduce the demand on municipal water supplies and protect the local water table. Diverting rainwater from storm sewers also helps prevent erosion and reduces effluent which otherwise flows into rivers and lakes.

A **rain barrel** is a rainwater storage system that is connected to a downspout. These 100% recycled 55-gallon barrels connect to a gutter's downspout and have an overflow valve and a spigot for attaching a hose or filling containers for hand watering. Through this grant, MassDEP provides \$10 discounts for rain barrels purchased by residents of your community. Residents pay for the rain barrels in advance and pick them up at a one-day distribution event hosted by the municipality. MassDEP will pay the vendor \$10 for each barrel a municipality sells, up to a specified quantity.

Municipalities applying for the rain barrel discounts must agree to provide staff for the distribution event and may need to collect barrel payments and forward them to the vendor.

Indoor water conservation devices include:

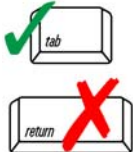
- chrome, low-flow showerheads with massage setting
- dye tablets to check for toilet leaks
- swivel faucet aerators for the kitchen

Outdoor water conservation devices include:

- rain gauges
- handheld outdoor hose nozzles
- water conservation educational materials

MassDEP suggests that municipalities allow residents to choose which device(s) they are interested in, as opposed to distributing one of each item as a "kit". Items on this list are subject to change based on feedback from the FY'06 program. All grantees must agree to publicize the availability of these items and conduct a follow-up survey of at least 10% of recipients to track their installation and usage.

Important:
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B. Request Information

1. Number of rain barrel discounts requested (select only one barrel model):



- a. Sky Juice Rain Barrel:

Quantity



- b. New England Rain Barrel:

Quantity

2. Indicate the number of "sets" of water conservation devices you would like to receive (ex: 50 "sets" equals 50 of each device.) MassDEP will award municipalities an equal number of each of the devices listed above.

Quantity

The quantity should not exceed the equivalent of 5% of the number of households in your municipality.

3. What is the source of your municipal water supply? Please note that MWRA communities may be eligible for free devices through an MWRA program and may only receive outdoor kits through this grant.

Source (e.g., well water, MWRA, etc.)



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Water Conservation Tools
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

B. Request Information (cont.)

4. How will your municipality publicize the availability of these items?

5. Rain Barrel Discounts: Can your municipality provide staff for the distribution events?
Note: Municipalities will select date of event in conjunction with barrel vendor's schedule. Distribution events may occur on a weekend and must occur before 6/1/07.

☐ yes ☐ no

6. Has your municipality previously distributed rain barrels or water conservation devices?

☐ yes – please describe below ☐ no

Describe which and how many that were distributed over what time-frame

7. Describe any conditions or circumstances in your community that would support the implementation of a rain barrel and/or water conservation devices initiative:

8. Identify (by name and title) the municipal employee who will coordinate the distribution of rain barrels and/or water conservation devices.

Name and Title

Phone Number (555) 555-5555



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
School Recycling Assistance Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Introduction

Through this grant, MassDEP provides municipalities with outreach materials to distribute to teachers and school administrators to encourage them to join MassDEP's Green Team. The Green Team is MassDEP's interactive educational program that empowers students and teachers to help the environment through recycling, composting and other pollution reduction activities. MassDEP provides resources to help Green Team members (teachers and their students) learn how to help the environment and rewards classes that successfully complete one or more of the suggested activities.

Teachers that sign up to participate in the Green Team will receive a Green Team Kit that contains a recycling poster, lesson plan, magnets, achievement stickers and other materials. A library of books, videos and other resources is also available. All classrooms receive Certificates of Recognition and are entered into a drawing for prizes, such as special assembly presentations, concerts and more.

Schools that have at least one Green Team classroom are eligible for free recycling bins, toters, compost bins and worm bins for school recycling programs. Technical assistance is available for setting up new programs.

Municipal recycling coordinators interested in working with schools to start or improve recycling programs should complete this form. Your municipality will receive Green Team brochures, a Massachusetts recycling video, and sample Green Team Kits. You are encouraged to distribute Green Team brochures to teachers, lend out the recycling video for school use, and use the Green Team Kit for demonstration purposes to encourage schools to participate.

Please note that teachers must sign up for the Green Team in order to receive free recycling equipment. **To learn more about the Green Team, equipment available, and participating schools, visit <http://www.thegreenteam.org>.**

B. School Recycling Assistance Information

1. Provide the name of the municipal employee who will distribute Green Team information to the schools and a mailing address for MassDEP to ship the Green Team brochures, sample Green Team Kit, and recycling video(s).

a. Municipal Contact

b. Phone Number (555) 555-5555

c. Street Address line 1

d. Street Address line 2

e. City/Town

f. State

g. Zip Code

2. Number of Green Team brochures requested: _____
Quantity

3. Videos descriptions: a) "Recycle. A Little Effort, Big Difference – Recycling in Massachusetts"; in English and Spanish, 12 mins, VHS format b) "Recycle. A Little Effort, Big Difference – Recycling in Massachusetts"; in English and Spanish, 12 mins, DVD format c) "Your Recycling Efforts Won't go to Waste – Springfield Materials Recycling Facility", 9 mins, VHS format

Number of Videos Requested:

a. Recycle – Little Effort, VHS

b. Recycle – Little Effort, DVD

c. Recycling - Won't Go to Waste



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
School Chemical Management / Cleanout Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Introduction

MassDEP is offering grants for creating sustainable chemical management systems in public schools and clearing out stockpiled chemicals. The goals of this program are to reduce the purchasing of unnecessary chemicals, safely manage the chemicals necessary for classroom instruction and management of the physical plant, and prevent future stockpiling. Schools selected for this grant will receive professional hazardous waste management services to perform a chemical inventory, training on chemical hazard awareness and how to establish and implement a chemical management plan, and **up to \$5,000** per school district in clean-out expenses for unnecessary chemicals.

Who is eligible: Individual middle or high schools, or school districts are eligible for this grant. Applications must be submitted by a municipality on behalf of their school(s).

Schools selected for this grant must commit to:

- establishing an environmental health and safety team to implement the project
- developing and implementing a chemical management plan
- an annual chemical storage and safety check by the local Fire Department
- sending a minimum of three officials to a day-long training or two half day trainings on school chemical management
- submitting a summary report to MassDEP on the actions taken to implement the school's chemical management plan

B. School Information

1. Name of the school or district and the student population:

a. Name of School or District

b. Student Population

2. Has this school taken any actions to reduce the purchase or use of hazardous chemicals?

- ☐ a. yes – provide a chemical purchasing policy or evidence of chemical reduction action, such as micro or small-scale lab curriculum. eDEP filers please attach, paper filers please mail with form.
☐ b. no

3. Has this school performed a chemical cleanout in the past?

- ☐ a. yes – give a description of the measures taken, with relevant dates, below. ☐ b. no

c. description

4. Does this school have an existing environmental health and safety coordinator or team?

- ☐ a. yes - describe their activities to date below. ☐ b. no

c. description

5. Name of staff person responsible for implementation of the school chemical management plan:

Name of Staff Person

6. Is the school able to pay a nominal fee to cover the chemical pre-screen costs (\$500 - \$1000)?

- ☐ yes ☐ no

7. Provide documentation of support from the Board of Selectmen, Fire Department, and School Principal or Superintendent - eDEP filers please attach, paper filers please mail with form.

eDEP online filers: you will be given the opportunity to attach documents after completing your individual grant forms.

Note: this is a mandatory requirement.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Idling Reduction Campaign Toolkit
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Introduction

While there are many sources of air pollution, at least 40% of smog-forming pollutants come from cars, buses and trucks. These pollutants lead to environmental degradation and negatively impact human health. Emissions from diesel vehicles contain fine particles that can be inhaled deeply into the lungs. Exhaust from idling vehicles accumulates in and around school yards and buildings and can enter buildings through air-intake vents and open doors. Unnecessary idling also wastes fuel and money. A simple way to cut down on air pollution from motor vehicles is to eliminate unnecessary idling by turning off the engine when parking or waiting.

Communities interested in reducing the impacts of vehicle idling should apply for this grant. Grantees will receive: idling reduction signs for posting in public spaces (schools, transfer stations, mass transit pick-up/drop-off areas), sample press releases, fact sheets, hand cards, bumper stickers, windshield decals and other materials to implement a school or community-wide idling reduction campaign. Participation in a ½ day information and training session is required of all grantees.

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



B. Request Information

1. Please identify, by name and title, the municipal employee who will coordinate your idling reduction campaign:

Name and Title

2. Describe any existing efforts in your community that would either support or be complemented by this activity:

3. Please identify any partner organizations and/or inter-departmental initiatives that would be part of an idling reduction campaign:

4. Describe the target audience that your community would like to work with to reduce idling (e.g. schools, school buses, municipal fleets, mass transit stations, etc.):



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Diesel Vehicle Retrofit Equipment Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

A. Introduction

As part of its Diesel Emissions Reduction Strategy, the Massachusetts Department of Environmental Protection (MassDEP) is offering grants to municipalities for retrofitting existing diesel vehicles. This includes on road vehicles such as school buses, plow trucks, trash and recycling trucks as well as off-road construction vehicles. Retrofits for school buses will be available for vehicle model years 1991-2006 only.

Two types of retrofit technologies will be available: diesel oxidation catalyst (DOC) and diesel particulate filter (DPF). The cost per vehicle, including installation, is approximately \$1,200 and \$7,000, respectively.

For more information on both types of retrofits, please see the following U.S. Environmental Protection Agency (EPA) fact sheets.

- Diesel oxidation catalyst (DOC): <http://www.epa.gov/otaq/retrofit/documents/f03016.pdf>
- Diesel particulate filter (DPF): <http://www.epa.gov/otaq/retrofit/documents/f03017.pdf>

MassDEP is currently seeking funding for this grant program. Expressions of interest from municipalities will support our efforts. Municipalities interested in this grant should complete the application below. Funding for this program is subject to appropriation.

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



B. Diesel Vehicle Retrofit Application

1. Please identify the municipal employee who will be the contact for this project, if funded.

Name

Title

Telephone Number

Email Address

2. Has your municipality or its contractor(s) installed retrofit equipment on any of its vehicles to date?

☐ Yes ☐ No

Explain

3. Is your municipality or its contractor(s) able to provide matching funds for the equipment requested? If yes, please indicate at what level. (Municipalities that provide a match will receive a higher ranking.)

☐ Yes ☐ No

☐ 10% Match (i.e. Pay 10% of Total Equipment Cost)

☐ 20% Match

☐ 30% Match

☐ Other - indicate amount: _____

Amount

4. Our municipality is interested in retrofitting the following category(ies):

☐ municipally-owned vehicles

☐ municipally-contracted vehicles

☐ both

Note: additional, mandatory form(s) will appear after this page is "validated"



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Diesel Vehicle Retrofit Equipment Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

B. Diesel Vehicle Retrofit Application (cont.)

5. **Municipally-Owned Vehicles.** Provide the information requested below for the municipally owned diesel vehicle(s) that your municipality wishes to retrofit. MassDEP will give priority to high service vehicles and vehicles with a remaining useful life of at least 5 years. Please list vehicles in order of preference to be retrofitted, in descending order (i.e. first vehicle listed is your 1st choice to receive retrofit). Be sure to describe the vehicle (e.g. school bus, trash/recycling truck, etc.) and indicate the preferred retrofit technology. Complete additional sheet(s) if you need space for more vehicles.

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

_____ Vehicle Make/Model Year	_____ Vin #	_____ Vehicle Description	
_____ Annual Mileage	_____ Annual Hours Operated	Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF	

☐ eDEP online
filers, check here
if you have
additional
vehicles to list.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Diesel Vehicle Retrofit Equipment Request
Municipal Waste Reduction Grant Application – FY 2007

Name of Municipality

B. Diesel Vehicle Retrofit Application (cont.)

6. **Vehicles Operated by a Municipal Contractor.** Provide the requested information about municipally contracted diesel vehicle(s) that your municipality wishes to retrofit (i.e. trash or recycling haulers, school transportation providers). MassDEP will give priority to high service vehicles and vehicles with a remaining useful life of at least 5 years. List vehicles in descending order of preference to be retrofitted (i.e. first vehicle listed is your first choice for retrofit). Also indicate expiration date of contract and preferred retrofit technology. Complete additional sheet(s) if you need space for more vehicles.

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

Vehicle Make/Model Year	Vin #	Vehicle Description	Contract Expiration Date
_____ Annual Mileage	_____ Annual Hours Operated		Technology: <input type="checkbox"/> DOC <input type="checkbox"/> DPF

☐ eDEP online filers, check here if you have additional vehicles to list.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
FY 2007 Technical Assistance Grants

OVERVIEW

In FY07 MassDEP will be offering technical assistance grants in two categories - Climate Protection and Waste Reduction. Outlined below are the application requirements for each grant. Eligible municipalities and Regional Groups may apply for one or both of these grants.

Category I: Climate Protection Grants

In support of the Commonwealth's Climate Protection Plan, the Climate Protection Grant Program offers financial and technical assistance to cities and towns that have established local climate protection goals or programs. Grants are for support of activities identified in a community's Local Action Plan or other climate protection planning document.

The application for a Climate Protection grant requires a 3-4 page written proposal including budget and timeline. Projects can range in size from \$7,500 to \$25,000. Climate Protection grants will be awarded in the form of direct funding. Funds may be used to hire a project coordinator, consultant, or intern to carry out project activities, conduct outreach, purchase equipment or supplies, or to cover certain operating costs for pilot programs only. Climate Protection projects should be completed by June 30, 2007. Exceptions may be made to allow projects to be funded beyond FY07, pending appropriation of funds.

Please note that Climate Protection grant awards are subject to appropriation of funds.

Eligible Applicants – IMPORTANT

To be eligible, a Massachusetts city or town must be registered or in the process of becoming a Cities for Climate Protection (CCP) partner as of October 1, 2006. The list of registered communities may be found at www.iclei.org. Municipalities interested in registering as a CCP partner should contact Kim Lundgren at (617) 820-8038 to learn more.

Proposal Criteria and Development

1. **Project Objectives:** MassDEP is interested in funding projects in FY07 that reduce greenhouse gas emissions, improve energy efficiency, and affect climate change at the local level. These projects should be innovative, promote regional public/private partnerships, and serve as a model for other communities and have quantifiable results.
2. **Eligible Projects:** Requests to fund existing operating costs shall not be considered. Eligible projects include, but are not limited to the following:
 - Installation of pedestrian and bicycle amenities; (bicycle racks, bike lanes and improvements)
 - Green Building Projects (green rooftops, lighting, ventilation, etc.)
 - Low energy traffic signals/street lighting;
 - Renewable energy production (solar panels; micro-wind turbines, anaerobic digestion)
 - Assistance preparing an emissions inventory and developing a climate protection plan;
 - Energy audits for municipal buildings;
 - Community tree-planting programs;
 - Transportation related initiatives (idling reduction campaigns or control devices, alternative fuels, low emission vehicles and control technologies);
 - Public education campaigns (energy conservation, carpooling, public transit, walking & biking);
 - Develop guidelines for municipal purchasing of renewable energy;

Category II: Waste Reduction Grants

EARLY DECISION DEADLINE: Waste Reduction Technical Assistance applications received by August 15, 2006 will be given priority consideration for funding and assistance.

Waste Reduction grants will be awarded in the form of funds and/or dedicated staff to assist municipalities and regional groups with innovative waste reduction and sustainability projects.

The application for a waste reduction grant requires a 3-4 page written proposal including a budget and timeline. Projects can range in size from \$7,500 to \$25,000. Grant awards may be in the form of direct funding, dedicated staff time (i.e. in-kind services of a Municipal Assistance Coordinator or MassDEP staff person), or both. Projects should be completed by June 30, 2007. Exceptions may be made to allow projects to be funded beyond FY07, pending appropriation of funds.

Eligible Applicants

Applications will be accepted from the following entities:

- Municipalities (Department of Public Works, Boards of Health, schools districts, etc.)
- Regional government entities, such as solid waste management districts or cooperatives that have a government vendor number
- Non-governmental entities that have a government entity (e.g. a city, town) sponsoring the application. These organizations could include business associations, non-profit organizations, and regional planning agencies.

Partnerships among municipalities, public schools and school districts, non-profit organizations, businesses and municipal departments (e.g. boards of health, conservation commissions, etc) are encouraged.

Regional group applications: Regional applications are strongly encouraged. A regional application that is submitted by more than one municipality must identify a lead municipality to serve as the contracting agent on behalf of the regional group. The lead municipality should submit the application on behalf of the group. The lead municipality will enter into a contract with MassDEP, will accept funds provided, and will be responsible for overseeing execution of the terms and scope of the contract.

Proposal Criteria and Development

1. **Project Objectives:** MassDEP is seeking projects that foster sustainable waste reduction and environmental programs among Massachusetts residents, businesses or municipal government that help achieve the goals of MassDEP's *Beyond 2000: Solid Waste Master Plan*. These projects should be innovative, promote regional public/private partnerships, and serve as a model for other communities and have quantifiable results.
2. **Eligible Projects:** Eligible projects include but are not limited to:
 - Pilot commercial/institutional/school food waste collection projects;
 - Integration of food waste composting into existing municipal leaf and yard waste composting operations;
 - Strategies to increase paper recycling collection in small/medium-sized business sector;
 - Implementation of new recycling collection and/or processing technologies;
 - Campaigns to increase participation and lower costs at Household Hazardous Waste collection events;
 - Use of innovative contracting strategies (e.g. resource management or regional contracting);
 - Regional municipal collaborative for processing recyclables or purchasing recycled products;
 - Innovative campaigns to increase recycling participation;
 - Outreach campaigns for contractors on C&D waste recycling;
 - Assistance and outreach materials for enforcing mandatory recycling ordinances;
 - Pilot projects to promote municipal and/or commercial water conservation through use of innovative technologies;
 - Assistance in evaluating and/or implementing a Pay-As-You-Throw program.

MassDEP ASSISTANCE (for Climate Protection and Waste Reduction Grants)

MassDEP staff members are available to answer your questions and advise you on proposal ideas prior to submittal. Please contact Amy Roth at (617) 292-5634 and she will refer you to the appropriate staff person.

USE OF FUNDS (for Climate Protection and Waste Reduction Grants)

Awarded funds may be used to hire a project coordinator, consultant, or intern to carry out project activities, conduct outreach, purchase equipment/supplies, or for operating costs for pilot programs only. Grant monies are provided on a reimbursement basis, therefore applicants must have the ability to pay for project costs up front and then be reimbursed by MassDEP. Funds may not be used for the daily management/operation of municipal programs (e.g. salaries, capital replacement costs). Funding will only be provided for pilot operating expenses that exceed normal operating costs. Pilot programs with potential for continuation beyond the pilot period will be viewed most favorably.

PROPOSAL REQUIREMENTS (for Climate Protection and Waste Reduction Grants)

PLEASE LIMIT PROPOSALS TO 4 PAGES

Note for In-Kind Technical Assistance Grant Applicants: Communities just seeking dedicated staff time (Municipal Assistance Coordinators) for their Waste Reduction project, need only respond to items with an asterisk(*) below:

1. ***Title*:** Please assign your project a title consisting of 8 words or less.
2. ***Brief Project Description*:** Describe the project you are proposing in general terms (one paragraph)
3. ***Goals and Objectives*:** Identify the project goals and objectives and the reason why this grant is important to your community (communities). Discuss any challenges or barriers you are attempting to overcome, and what benefits the project will provide to your municipality or municipalities in your region. If you are proposing to purchase equipment to enhance a particular activity, please include a cost-benefit analysis that justifies the equipment purchase.
4. **Deliverables:** Identify the *key milestones* and *tasks* to be accomplished. Be as specific as possible about the steps that you are proposing. Note: All funded projects must provide MassDEP with a detailed final report describing the accomplishments, barriers, costs (if appropriate) and lessons learned. Please keep this in mind when developing your timeline and budget.
5. ***Timeline*:** Provide a timeline identifying when specific tasks will be completed. If the project scope is small enough to complete within 6-8 months from the date of award, then the project will be treated as a FY2007 project and all work must be completed by June 30, 2007. *Projects that may require multiple years of funding should include yearly goals, deliverables and budgets.*
6. **Project Evaluation:** Describe how you will evaluate or measure the success of the proposed project. If appropriate, discuss baseline data available and data collection methodologies.
7. **Budget:** Provide a detailed budget for the project. The budget should identify all items or services for which you are requesting funding, including equipment, outreach materials, coordinator or consultant costs, etc.) Any matching funds or services-in-kind that the applicant will provide should also be included and identified as such.
8. **Resources:** Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved. Provide a statement of qualifications or resumes for key people implementing the tasks as appropriate.
9. **Letters of Support or Interest:** To the extent that other municipalities or partner organizations are involved in the project, please attach letters of support. ***NOTE: Resumes and letters of support are not included in the 4 page proposal limit.***

☐

I have reviewed the technical assistance grant criteria and requirements



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs
Technical Assistance Grant Application – FY 2007

Name of Municipality

Applicant Information

To apply for a technical assistance grant(s), please complete the information below, and attach a written proposal (3-4 page maximum) that complies with the Proposal Requirements and addresses the elements outlined for each type of technical assistance grant.

- ☐ I have reviewed the technical assistance grant criteria and requirements and am applying for:
(check one or both):

☐ **Waste Reduction Technical Assistance Grant**

☐ **Climate Protection Technical Assistance Grant**

☐ I certify that my municipality is a registered member of CCP/ICLEI

☐ I certify that my municipality will be a registered member of CCP/ICLEI by
October 1, 2006

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant Organization

2. Contact Name

3. Title

4. Telephone Number (555) 555-5555

5. E-mail Address

6. Technical Assistance Project Title

7. Dollar Amount of Grant Request

8. Is this a regional group application? ☐ yes ☐ no
9. Important: In addition to or in lieu of funding, are you interested in in-kind assistance (i.e. a specified number of hours from a Regional Municipal Assistance Coordinator or DEP staff person) to implement your technical assistance project?

☐ yes – estimate number of hours needed, below ☐ no – I am not requesting in-kind assistance

Number of Hours Needed

10. ☐ I will be attaching my written proposal OR
11. ☐ I will be submitting my written proposal separately via mail.

All proposals not submitted electronically with this grant application MUST be submitted by the application deadline to be considered eligible. Submit separate written proposals to:

Amy Roth
MassDEP
1 Winter Street, 10th floor
Boston, MA 02108



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Consumer Programs

Name of Municipality

Municipal Waste Reduction Grant Priority Ranking
for equipment, education & technical assistance – FY 2007

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Priority Ranking

1. Please rank in order of priority the items requested (e.g., 1 = first choice 2 = second choice, etc.):

Items	Rank Priority
a. Public Area Recycling Containers	_____
b. Wheeled Recycling Carts	_____
c. Consumer Education and Outreach Materials	_____
d. Pay-As-You-Throw Assistance	_____
e. Home Composting Bins	_____
f. Kitchen Scrap Buckets	_____
g. Healthy Lawn and Landscape Workshops	_____
h. Rain Barrels and Water Conservation Tools	_____
i. School Recycling Assistance	_____
j. School Chemical Management/Cleanout	_____
k. Idling Reduction Campaign Toolkit	_____
l. Diesel Vehicle Retrofit Equipment	_____
m. Technical Assistance	_____

B. Certification

1. ☐ Our municipality has made a Buy Recycled commitment by adopting an ordinance, by-law or policy to buy products made of recycled content in lieu of virgin products (when recycled products are readily available, of comparable quality and cost competitive).
2. ☐ Our municipality has a CY2005 Recycling Data Sheet on file with MassDEP **or**
3. ☐ We intend to submit a Data Sheet by the grant deadline.

"I am the municipal official with authority to apply for and accept state grants, and I certify that the information provided here is accurate to the best of my knowledge."

Signature

Print Name

Title

Date (mm/dd/yyyy)